

# **Services Information System (SIS) User's Manual**

03-28-2003

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**Item 12: Program** - Entry Required

Enter one of the following codes to indicate the Program:

FULL TITLE	CODE
Adolescent Parenting Program – Medicaid	A
Adolescent Parenting Program - Non Medicaid	Y
Crisis Intervention Program (CIP)	E
Family Planning	F
Food Stamp Employment and Training	S
Food Stamp Workfare	D
Able-Bodied Adults Without Dependents (ABAWDS)	3
General Administration	G
Independent Living Program	K
In-Home Aide Services - HCCBG Option A Reporting	H
In-Home Aide Services - HCCBG Option B Reporting	U
In-Home Services – Age 17 and Under (State In-Home Services Fund)	C
In-Home Services – Age 18 through 59 (State In-Home Services Fund)	B
In-Home Services – Age 60 and Over (State In-Home Services Fund)	I
Medical Transportation	T
Non-DSS Reimbursable	N
Permanency Planning – Families for Kids	P
SSBG Services	X
IV-E Administrative Activities	Z
Medicaid Case Management (At-Risk or Adult Care Home)	2
Work First Block Grant	9
Child Care and Development Fund	L
IV-E Waiver - Eligible *	7
IV-E Waiver - Non-Eligible *	8
Work First Non-DSS Reimbursable	W
TANF 100% Federally Funded	R
TANF transferred to SSBG	V
TANF CPS FC/Adopt	0
Adult Protective Services State Fund*	J
State Adult Homes Specialist Fund	O
Smart Start*	4
Family Preservation*	Q
TANF Domestic Violence	10
IV-B1 (Family to Family – Casey Foundation)*	30
Federal Adoption Incentive Fund*	22
Repatriation Funds	50

\* Used only by applicable counties.

**CHILDREN SERVICES CONTINUED**

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
<b>Protective Services For Children:</b>						
CPS – Investigative Assessment	210	210	Yes	No	No	R,0,7,8,9,22
CPS – Intake		211	No	No	No	R,0,9,22
CPS – Medical, Psychological, and Medico-Legal Diagnostic Services				212	Yes	P,R,X,Z,0,7,8,9,22
CPS – Case Planning And Case Management (Child Defined as Reasonable Candidate For Foster Care)	215	215	Yes	No	No	N,R,X,Z,0,9
Protective Services for Children-Team Setting	219	219	Yes	219	Yes	P,R,X,Z,0,7,8,22
Unsuccessful Efforts to Locate Alleged Victim Child		220	No	No	No	0,R
Preparation for and Participation In Judicial Determinations In Juvenile Court (Preplacement)		228	Yes	No	No	Z,22
Other Court Related Activity (Preplacement)		229	No	No	No	A,K,P,R,Y,0
Diagnostic and Treatment Services (Non-Residential) -CPS	230	230	Yes	230	Yes	N,P,R,X,0,7,8,9,22
<b>General Services For Children</b>						
Delinquency Prevention	050	050	Yes	050	Yes	N,P,X,7,8,22
Family Preservation Services	121	121	Yes	121	Yes	A,K,N,P,R,X,Y,0,7,8,9,22
Family Support Services	122	122	Yes	122	Yes	A,K,N,P,R,X,Y,0,7,8,9,22
Intensive Family Preservation Services	123	123	Yes	123	Yes	A,K,N,P,R,X,Y,0,7,8,9,22
IFA Camping Component	241			241	Yes	R,0,9
Residential Treatment For Emotionally Disturbed	293			293	Yes	R,0
Evaluation Activities for Child Welfare Programs		320	No	320	No	K,N,P,X,Z,7,8,22
Other Child Welfare Services	390	390	Yes	390	Yes	N,P,R,V,0,7,8,9,22

**II. ADULT SERVICES**

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Day Care For Adults – Daily Care	030			030	Yes	
Day Care For Adults – Recruitment		031	No	No	No	N,X
Employment And Training Support	070	070	Yes	070	Yes	A,K,N,P,X,Y,7,8
Adult FC Recruitment and Evaluation		091	No	No	No	N,O,X
Adult Placement Services	095	095	Yes	No	No	N,X
Guardianship	107	107	Yes	No	No	N,X
Day Health For Adults	155			155	Yes	
<b>Protective Services For Adults</b>						
PS For Adults – Intake		200	No	No	No	J,N,X
PS For Adults – Evaluation	202	202	Yes	No	No	J,N,X
PS For Adults – Planning and Mobilizing	204	204	Yes	204	Yes	J,N,X,2
Resident Evaluation Identification and Prescreening Services	393	393	No	393	No	2
Resident Evaluation Services	394	394	Yes	394	Yes	2
Adult Care Home Case Management	396	396	Yes	396	Yes	2,N
Adult Care Home Screening		397	No	No	No	2,N

### III. GENERAL SERVICES

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
<b>In-Home Aide Services:</b>						
Level I Home Management	041	041	Yes	041	Yes	A,B,C,H,I,K,N,P,R,U,X,Y,0,7,8,9
Level II Personal Care	042	042	Yes	042	Yes	A,B,C,H,I,K,N,P,R,U,X,Y,0,9
Level II Home Management	043	043	Yes	043	Yes	A,B,C,H,I,K,N,P,R,U,X,Y,0,9
Level III Home Management	044	044	Yes	044	Yes	A,B,C,H,I,K,N,P,R,U,X,Y,0,9
Level III Personal Care	045	045	Yes	045	Yes	A,B,C,H,I,K,N,P,R,U,X,Y,0,9
Level IV Home Management	046	046	Yes	046	Yes	A,B,C,H,I,K,N,P,R,U,X,Y,0,9
Health Support – Family Planning	080	080	Yes	080	Yes	A,F,N,X,Y
Health Support Services:	110	110	Yes	No	No	A,N,P,X,Y,7,8
Housing and Home Improvement	140	140	Yes	140	Yes	A,B,C,I,N,P,R,X,Y,0,7,8,9
Personal And Family Counseling	170	170	Yes	170	Yes	A,N,P,R,X,Y,0,7,8,9
Preparation And Delivery of Meals	180	180	Yes	180	Yes	B,C,I,N,X
Problem Pregnancy Services	190	190	Yes	190	Yes	A,N,P,X,Y
Transportation Services	250	250	Yes	250	Yes	A,B,C,I,K,N,P,T,X,7,8
Health Support – Mobility				281	Yes	
Health Support – Companionship				282	Yes	
Health Support – Special Health Needs				284	Yes	
Health Support – Communication Assistance	285	285	Yes	285	Yes	A,N,X,Y
Community Living Services	303			303	No	
Individual And Family Adjustment	330	330	Yes	330	Yes	A,K,N,P,R,X,Y,0,7,8,9
Individual And Family Adjustment Representative Payee	331	331	Yes	No	No	N,R,X,0,9
Individual And Family Adjustment Paraprofessional Services	332	332	Yes	332	Yes	K,N,P,R,X,0,7,8
TANF Domestic Violence Case Management	350			350	Yes	10
TANF Domestic Violence Case Management	350	350	Yes	No	No	N
TANF Domestic Violence Emergency Assistance	351			351	Yes	10
At Risk Case Management Services	395	395	Yes	No	No	N,2

### IV. INTAKE AND CASE MANAGEMENT

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Case Management		380	No	No	No	A,K,N,P,T,X,Y,7,8
Case Management	380	380	Yes	No	No	R,0,9
Service Intake		381	No	No	No	A,N,P,R,T,X,Y,0,9
Case Management – State Abortion		385	Yes	No	No	N
Case Management –In-Home Services	386	386	No	386	No	B,C,I,N,X
Case Management –In-Home Services	386	386	Yes	386	No	R,0,9

## Definitions

### **I. CHILDREN SERVICES**

**005 – Diagnostic and Treatment Services (Non-Residential) – Adoptions** – Direct Outpatient psychological, clinical, or therapeutic counseling or treatment provided to a child in a structured individual or group session by a qualified professional for the purposes of ameliorating or remedying personal problems, behaviors, or home conditions that endanger the stability of the adoptive placement. This code should not be used when a worker is making a referral for these services to be provided to the client, or is otherwise referring the client to these services.

**This code can only be used when Medicaid funding is not available.**

**009 – Adoption Case Management** – This includes a broad range of activities related to supervising the care of the child and managing the case plan and case reviews. For children for whom the court-approved plan is adoption, or both parents' rights have been terminated by TPR or voluntary relinquishment. This includes time spent on:

- Preliminary discussion with the child and/or birth family about possible adoptive placement resources when placement is necessary;
- Referral to, coordination with, and utilization of community based treatment services.
- Referral to community based adoption stabilization and support services.
- Provision of information prior to the final decree of adoption to help the child and family understand aspects of the child's biological/cultural heritage and life experiences that will require sensitive support.
- Provision of information, instruction, guidance, and mentoring to the child and/or adoptive parents prior to finalization of the adoption.
- Travel involved in adoption preparation case management.
- Case documentation involved in adoption preparation case management.

**010 – Adoption Services** means social casework and other diagnostic and treatment services to prepare the child and prospective parents for placement; casework services to the child and adoptive parents to support and maintain the supervision and reports to the court; casework counseling and court related services in independent placements and in adoptions by stepparents and relatives as required by statute; and casework services to facilitate interstate and intercountry adoptions including those activities required to bring such interstate planning and placements into compliance with the interstate compact on the placement of children; and the provision of post-adoption services including, but not limited to, casework services designed to support the achievement of long range adjustment between the child and members of the adoptive family and to assist the adoptee to gain understanding of his biological heritage to the extent allowed by law. At its option, the county may provide payment of costs incidental to preplacement and placement visits as a resource to facilitate the provision of adoption services, and payment of the cost of legal services to facilitate legal adoption of a child.

**Special Instructions:** Stepparent and independent adoptions may not be coded to Program Codes R (100% Federal TANF) or 0 (TANF CPS & FC/Adop) because there is no emergency situation present.

**103 - General Recruitment, Assessment and Training of Foster Parents** – Activities include:

- Arranging/conducting general recruitment activities to ensure the availability of foster homes, including developing and distributing public information about fostering opportunities.
- Identification and selection of prospective foster parents
- Training of prospective foster parents
- Foster home assessments on behalf of unspecified children
- Travel associated with general recruitment of foster parents
- Documentation associated with the general recruitment, assessment, and training of prospective foster parents.

**104 – Foster Care Services For Children – Special Services** means, at county option, the provision by a foster family home of services, in addition to basic foster care, which meets the special needs of children in that home.

**105 – Optional Elements** At county option, services may include payment of resource items provided to support participation in school. Resource items include supplies, special clothes, and fees for membership in school sponsored extra curricular activities. Tutoring may be considered a resource item if it is provided as a part of Independent Living Services.

At county option, services may include the provision of legal services to facilitate permanency planning for a child.

**109 - Foster Care Services For Children -Case Management** This includes a broad range of activities related to supervising the care of the child and managing the case plan and case reviews. This includes time spent on:

- Referral to, coordination with, and utilization of other services;
- Maintenance of contact with the family and others significant to the case. This also includes aftercare services to the family when a child is placed via a court order with the parents, a relative, or a non-relative, or who has been placed on a court ordered trial home visit.
- Working with the parents on the status of the case and case goals;
- Giving information, instruction, guidance, and mentoring regarding parenting skills;
- Preparation for and participation in court, e.g., petitions, motions, reviews, reports;
- Preparation of the child and biological family for separation and placement, including negotiation/preparation of visitation agreements and any subsequent time spent on notices related to changes in where the child is living;
- Monitoring and updating the Family Services Case plan;
- Periodic reviews of case plans including foster care review team meetings;
- Supervising the care of the child and of the foster care arrangement to assure that the child receives proper care.
- Grievances, appeals, and fair hearings surrounding termination of use of foster care facilities which have been found unsuitable for the care of children, or associated with any individuals claim that benefits and services have been denied or not acted upon with reasonable promptness, or related to complaints about the agency's failure to keep parents involved in case planning, case reviews, and placement decisions.

**230 - Diagnostic and Treatment Services (Non-Residential)-CPS**

Direct outpatient psychological, clinical, or therapeutic counseling or treatment provided to a child in a structured individual or group session by a qualified professional for the purposes of ameliorating or remedying personal problems, behaviors, or home conditions. This code should not be used when a worker is making a referral for these services to be provided to the client, or is otherwise referring the client to these services.

**This code can only be used when Medicaid funding is not available.**

**241 – Individual And Family Adjustment Services – Camping Component** means day or residential camp experience for school age children and therapeutic camp for developmentally disabled or handicapped individuals and their families and for youths whose behavior is delinquent or undisciplined may be provided at county option.

**293 – Residential Treatment For The Emotionally Disturbed** means services provided in an environment effectively structured and designed as a therapeutic milieu to meet individualized needs of emotionally disturbed individuals. Services should initiate and direct recovery from the incidence and debilitating effects of emotional disturbance in such manner that rehabilitation toward adequate social and emotional functioning can be continued by follow-up support and treatment in home and community. Included are room and boards for up to six consecutive months for any one placement in residential treatment. Psychiatric counseling and drug therapy specifically related to the treatment of the individual's emotional disturbance might be provided as integral but subordinate to the regimen of residential treatment services.

**320 - Evaluation Activities for Child Welfare Programs**

Collecting, analyzing, and reporting data related to specific performance measures when those activities are assigned to establish baselines and/or to evaluate the effectiveness of the child welfare delivery system.

**390 – Other Child Welfare Services** Means social work intervention services which, in addition to core services (i.e., those services defined above that are available as Child Welfare Services) protect and promote the welfare of children, including the strengthening of their own homes where possible. Activities include gathering information about and assessing the needs and problems of a child within the context of family interaction, environment and/or coping patterns; helping a child and his family gain insights into and understanding of their needs and problems, and assisting them to know about and use other services and resources available to them. Activities also include collaborating on a case by case basis with individuals in other systems (e.g., judicial, health, education) to plan with and support a child and those involved with him through a crisis or an at-risk situation. These services may also include purchases to alleviate non-recurring, episodic events impacting the child's welfare.

### **332 – Individual And Family Adjustment Paraprofessional Services**

Examples of direct services are:

- Supervising visits between parent and child
- Supervising children (while parents attend therapy, parenting classes, Etc.) in absence of caregiver.
- Teaching, coaching, modeling parenting skills, home management skills, communication skills with resources to parents and caretakers and placement providers.
- Teaching, coaching, modeling advocacy skills (especially as related to housing, school system, services agencies)
- Supporting case management of neglected, abused, dependent, delinquent children.
- Transporting/supervising/providing in loco parentis to children going to doctor visits, schools (time in care may be transportation, time at the providers needs to be coded something.)
- Communicating information between services providers and case managers/placement providers.
- Testifying in court related to specific assigned duties and client interaction (supervised visits, school visits, etc.)

**350 – TANF Domestic Violence Case Management** Domestic violence services include screening, and identification of victims of domestic violence, development of safety and service plans, counseling, referral to appropriate agencies, batterers programs and support groups, determining the need for waivers for Work First program requirements and other direct services to clients that related to domestic violence.

**Special Instructions:** County DSS workers must use Program Code N (DSS NON-REIMBURSABLE) to report time coded to this Service Code on the DSS-4263.

**351 – TANF Domestic Violence Emergency Assistance** Short term not to exceed four months emergency services that ensure client safety such as emergency shelter, food, clothing, legal services and helping victims relocate to a safe place within or outside of the state.



**V. TANF transferred to SSBG**

Funds transferred from TANF to the Social Services Block Grant (SSBG) and used following the rules described under the SSBG (for staff and purchased services to provide a wide variety of services to adults and children).

**J. Adult Protective Services State Fund**

Adult protective services are services aimed at providing protection to disabled adults alleged to be abused, neglected, or exploited and in need of protection. Adult protective services activities include intake and screening, evaluation, and mobilization of services.

**0. TANF CPS & FC/Adopt (Zero)**

Program code 0 (numeric) combines non-match TANF (100%) funding for CPS&FC/ADOPT positions (26 selected counties) hired on or after January 1, 2000 to recruit, train, license and support prospective foster and adoptive families, and to provide interstate and post-adoption services for TANF eligible children. It also includes non-match TANF (100%) funding for CPS&FC/ADOPT positions hired on or after July 1, 2000 to investigate and provide services in CPS cases; to provide foster care and support services; to recruit, train, license, and support prospective foster and adoptive families; and to provide interstate and post-adoption services for TANF eligible children. This program code may be used by child welfare workers regardless of hiring date, when the agency is either up to staffing standards or has committed to reaching staffing standards. The need to track this funding source separate from Program Code R, which has the same eligibility requirements as Program Code 0, continues to be needed. As always, use of either Program Code 0 or Program Code R requires that the child meet all TEA eligibility criteria.

**O. State Adult Homes Specialist Fund**

Provides funds to support the Foster Care Services for Adults – Recruitment and Evaluation activities reported under Service Code 091.

**10. TANF Domestic Violence**

Domestic violence services include screening, and identification of victims of domestic violence, development of safety and service plans, counseling, referral to appropriate agencies, batterers programs and support groups, determining the need for waivers for the Work First program requirements and other direct services to clients that relates to domestic violence. Emergency assistance: Short term emergency services that ensure client safety such as emergency shelter, food, clothing, legal services and helping victims relocate to a safe place within or outside of the state not to exceed four months.

## APPENDIX G

### XIII. REPATRIATION SERVICES

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Repatriation Services	389	389	No	389	No	50

#### Service Code Definition:

**389 – Repatriation Services** are those activities, benefits and services provided to American citizens returning to the United States from foreign nations because of destitution, mental illness, physical illness, or international crisis. Allowable activities include, but are not limited to: intake, case management, needs assessment and referral to private and public service providers, counseling, health care, transportation, temporary shelter, and the provision of emergency cash assistance and loans. Funds expended for these services are considered loans to the individual, who will be responsible for reimbursement to the Federal government. Services may be provided for up to 90 days from the date an individual arrives in the United States.

**Special Instructions:** If the only service provided to a repatriated individual is **389-Repatriation Services**, it is not necessary (but allowable) to complete a SIS Client Entry Form (DSS-5027) to open a service client information record in the Services Information System. If the individual receives additional services, a DSS-5027 must be completed, as appropriate for the specific services provided, and the request for **389-Repatriation Services** should be documented along with the other services requested.

#### Program Code Description:

##### 50. **Repatriation Funds**

Federal repatriation funds passed through International Social Services to NC-DHHS for the purpose of providing case management, counseling, health care, transportation, emergency cash assistance/loans, and other needed services to American citizens returning to the United States because of destitution, mental illness, physical illness, or international crisis.